

MINUTES

BOARD OF TRUSTEES  
JEFFERSON PARISH FINANCE AUTHORITY

REGULAR MEETING  
JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD  
COUNCIL CHAMBERS - SECOND FLOOR  
JEFFERSON, LOUISIANA 70123

Monday, December 3, 2018  
10:30 A.M.

The Regular Meeting of the Board of Trustees of the Jefferson Parish Finance Authority was held on Monday, December 3, 2018, 10:30 A.M., Joseph S. Yenni Building, 1221 Elmwood Park Boulevard, Council Chambers, Second Floor, Jefferson, Louisiana 70123.

Mr. Gregory Faia, Chairman, called the meeting to order at 10:31 A.M. **Members Present:** Mr. Lynwood Allemore, Mr. Jackie Berthelot, Mr. Mitchell L. Boyter, Mr. Dennis DiMarco, Mr. Gregory G. Faia, Mr. Frank L. Muscarello, Ms. Marcy Planer, and Mr. Dalton Simmons.

**Others Attending:**

NAME	FIRM
Valerie Brolin	Executive Director
Provino Mosca	General Counsel
Betty Earnest, Esq.	Becknell Law Firm
Shaun Troups	Government Consultants of Louisiana
Angela Fyssas-Lear	Whitney Bank
Kent Schexnayder	Sisung Securities

The meeting opened with the Pledge of Allegiance and Invocation.

**APPROVAL OF MINUTES**

Motion was offered by Mr. Frank Muscarello, seconded by Mr. Mitch Boyter, to approve the Jefferson Parish Finance Authority Minutes of November 19, 2018.

YEAS: (8)

NAYS: (0)

ABSENT: (0)

Motion carried unanimously.

**TREASURER'S REPORTS / RECOMMENDATIONS**

Motion was offered by Mr. Mitchell Boyter, seconded by Mr. Jackie Berthelot, to approve JPFA Expenses Totaling \$6,044.34.

YEAS: (8)

NAYS: (0)

ABSENT: (0)

Motion carried unanimously.

**PUBLIC ADDRESSES TO THE BOARD** - There were no Public Addresses to the Board.

## **COMMITTEE REPORTS**

### **Administrative Committee -**

Mr. DiMarco, Committee Chair, reported that there was an Administrative Committee Meeting on Monday, November 26, 2018. The Committee Meeting Minutes were read to record and discussed by the Board. The Committee Meeting Minutes are on file.

**On Motion of Mr. Frank Muscarello, seconded by Mr. Jackie Berthelot, the following resolution was offered:**

**A resolution approving and accepting the Jefferson Parish Finance Authority Budget for Calendar Year 2019.**

**WHEREAS, the Jefferson Parish Finance Authority requires approval of an Annual Budget; and,**

**WHEREAS, the Jefferson Parish Finance Authority Budget for Calendar Year 2019 was reviewed by the Administrative Committee which recommended approval to the Board of Trustees; and,**

**WHEREAS, the Jefferson Parish Finance Authority Budget for Calendar Year 2019 was also reviewed by the Board of Trustees.**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Jefferson Parish Finance Authority, acting as the governing body of the Authority:

**SECTION 1. The Board of Trustees of the Jefferson Parish Finance Authority hereby approves and accepts the Jefferson Parish Finance Authority Budget for Calendar Year 2019 (Exhibit A attached).**

**The foregoing resolution having been submitted to a vote, the vote thereon was as follows:**

**Yeas: (8)**

**Nays: (0)**

**Absent: (0)**

**The resolution was declared adopted on this the 3<sup>rd</sup> day of December 2018.**

### **Advertisement and Marketing Committee -**

There were 9 communications for the week of November 19, 2018 thru November 30, 2018. Report on file.

Mr. Boyter, Committee Chairman informed the Board that an Advertising and Marketing Committee Meeting will be held on Thursday, December 6, 2018, at 9:00 A.M., at 1221 Elmwood Park Blvd., Suite 505, Jefferson, LA. The purpose of the meeting is to discuss JPFA's 2019 Advertising and Marketing Budget any other related matters therein.

## GENERAL REPORTS

### **Executive Director Report (Valerie Brolin)**

There was discussion in regard to resolutions on the agenda for Economical Janitorial and Paper and JPFA's 2019 Meeting Schedule.

There was discussion in regard to JPFA's Policy and Procedure Manual. The manual is currently being reviewed by Mr. Mosca; once he is finished Ms. Brolin will forward the manual to the Board for approval.

### **Financial Advisor Report (Government Consultants of Louisiana)**

Mr. Toups reported that he and the Professionals are still working with the State Bond Commission.

### **Bond Counsel Report (Becknell Law Firm)**

There was discussion in regard to Ms. Earnest's conversation with a State Bond Commission Analysis last week. Ms. Earnest and the Professionals are planning to attend the State Bond Commission meeting on December 13, 2018.

### **General Counsel Report**

Mr. Mosca reported that he has finished reviewing the Policy and Procedure Manual and he spoke to Ms. Brolin in regard to some of the issues he found. Mr. Mosca believes the issues will be resolved at the next Administrative Committee Meeting.

## APPROVALS -

2.

On motion of Mr. Frank Muscarello, seconded by Mr. Mitch Boyter the following resolution was offered:

**A resolution approving the Jefferson Parish Finance Authority's (the "Authority") Board of Trustees' regular meeting schedule ("Meeting Schedule") for the Calendar Year 2019 and authorizing submission of the annual Meeting Schedule to the Jefferson Parish Council Clerk by December 31, 2018, as required by Jefferson Parish Council Summary No. 20292, Ordinance No. 21328.**

**SECTION 1. The Authority hereby approves and accepts the Meeting Schedule for the Calendar Year 2019, a copy of which is attached herewith; and,**

**SECTION 2. The Authority approves and authorizes the submission of the annual Meeting Schedule to the Jefferson Parish Council Clerk by December 31, 2018 as required by Jefferson Parish Council Summary No. 20292, Ordinance No. 21328.**

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

Yeas: (8)

Nays: (0)

Absent: (0)

The resolution was declared to be adopted on this the 3<sup>rd</sup> day of December, 2018.

3.

On motion of Mr. Frank Muscarello, seconded by Mr. Dennis DiMarco, the following resolution was offered:

A resolution authorizing the Jefferson Parish Finance Authority to enter into a Cooperative Purchasing Agreement (piggyback purchase) with the Parish of Jefferson for the purchase of bond paper (Contract No. 55-17671 awarded to Economic Janitorial and Paper, Bid No. 5000123099).

WHEREAS, R.S. 38:2212.1F and/or 39:1701 et. seq. and further expounded in LA R.S. 38:321.1, authorizes cooperative purchasing agreements between public procurement units; and

WHEREAS, the Parish of Jefferson (the "Parish") awarded a contract under Contract No. 55-17671 to Economic Janitorial and Paper for bond paper which expires on August 8, 2020; and

WHEREAS, the Parish has granted and provided written approval by way of a letter dated the 26<sup>th</sup> day of November 2018 for the Jefferson Parish Finance Authority (the "Authority") to utilize the Parish's contract; and

WHEREAS, the contract vendor, Economic janitorial and Paper, has agreed to honor the same terms and conditions for the Authority as those set forth in the Parish's contract.

NOW, THEREFORE, BE IT RESOLVED that:

SECTION 1. The Authority is hereby authorized to enter into a Cooperative Purchasing Agreement (piggyback purchase) with the Parish for use of Contract No. 55-17671 for bond paper is hereby authorized.

SECTION 2. That the Executive Director of the Jefferson Parish Finance Authority is hereby authorized to take any and all actions necessary to procure bond paper under the prices, terms and conditions of the contract referenced herein.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: (8)

NAYS: (0)

ABSENT: (0)

The resolution was declared to be adopted this the 3<sup>rd</sup> day of December, 2018.

PERSONNEL -

Mr. DiMarco informed the Board that there is an election Saturday, December 8, 2018.

Motion was offered by Mr. Mitch Boyter, seconded by Mr. Lynwood Allemore, to adjourn the December 3, 2018 Board of Trustees of the Jefferson Parish Finance Authority meeting.

YEAS: (8)

NAYS: (0)

ABSENT: (0)

Motion carried unanimously.

December 3, 2018 Board of Trustees of the Jefferson Parish Finance Authority meeting adjourned at 10:50 A.M.